

CITY OF IRVING

COUNCIL RESOLUTION NO. 8-11-94- 390

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF IRVING, TEXAS:

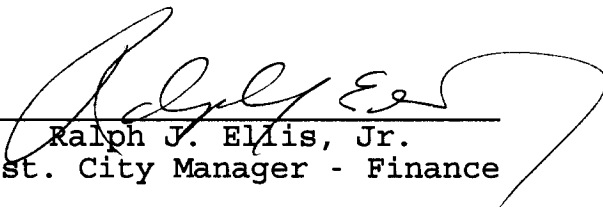
SECTION I. THAT the City Council hereby approves the attached contract between the City of Irving and Rady and Associates, Inc., for architectural services relative to an Americans with Disabilities Act review and evaluation of City building facilities in an amount not to exceed \$30,000.00 for Phase I and the Mayor is authorized to execute said contract.

SECTION II. THAT Phase II of the above referenced contract is awarded at this time; however, the fee for said services shall be determined at a later date and brought back for City Council approval.

SECTION III. THAT this expenditure shall be charged to Account No. 01-22-06-04.

SECTION IV. THAT this resolution shall take effect from and after its final date of passage, and it is accordingly so ordered.

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE FOR THIS EXPENDITURE.

  
\_\_\_\_\_  
Ralph J. Ellis, Jr.  
Asst. City Manager - Finance

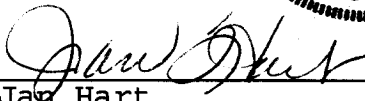
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF IRVING,  
TEXAS, this 11th day of August, A.D., 1994.



  
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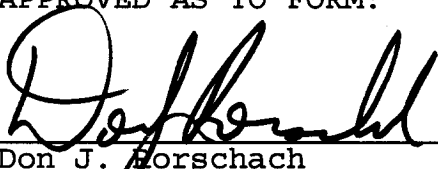
BOBBY JOE RAPER  
MAYOR

ATTEST:

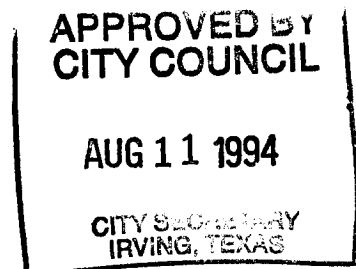
  
\_\_\_\_\_

Jan Hart  
Acting City Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_

Don J. Forschach  
City Attorney



**PROFESSIONAL SERVICES CONTRACT  
A D A Review and Evaluation of City Building Facilities**

STATE OF TEXAS           §  
COUNTY OF DALLAS      §     KNOW ALL PERSONS BY THESE PRESENTS:  
CITY OF IRVING           §

This contract and agreement, made and entered into at Irving, Dallas County, Texas, this the 11<sup>th</sup> day of August, 19 94 by and between the City of Irving, Texas, a Municipal Corporation, hereinafter called the "CITY", and Rady and Associates, Inc., hereinafter called the "CONSULTANT".

WITNESSETH: That for and in consideration of the performance of the mutual covenants and agreements herein contained, the parties herein do covenant and mutually agree as follows:

**ARTICLE 1**  
**SCOPE OF PROJECT**

It is the intention of CITY to enter into this agreement with CONSULTANT for CONSULTANT to provide architectural and engineering services hereinafter set forth for the A D A Building Review in the City of Irving, Dallas County, Texas, and also for CONSULTANT to give consultation and advice to CITY during the performance of said contract, hereinafter referred to as the "PROJECT".

**ARTICLE 2**  
**CONSULTANT RESPONSIBILITIES**

The CITY and the CONSULTANT agree as set forth below:

2.1 The CONSULTANT shall provide professional services in two phases for the PROJECT in accordance with the terms and conditions of this Agreement including, but not limited to, the following items necessary to bring said project to completion:

**Phase I: A D A Analysis of Structures**

The CONSULTANT shall provide the following scope of services:

- A. Meet with the City staff to determine the City's expectations and the format of report.
- B. Obtain existing plans from the City for the buildings and reproduce necessary drawings.
- C. Evaluate the existing facilities listed on Attachment A for compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- D. Prepare a report including a separate section for each building. This report shall include the following:
  - (1) An orientation site plan for each facility indicating parking and entrances to the facility.
  - (2) A list of items found to be in non-compliance with ADAAG.
  - (3) Conceptual solutions for compliance including innovative solutions to meet the intent of ADA.
  - (4) Projected probable construction costs for each solution.
  - (5) Photographs of unique areas of non-compliance.
  - (6) A list of suggested priorities for each facility according to the requirements of ADA.
- E. Prepare and present a draft report for review by the assigned City Staff.
- F. Meet with the Staff to discuss findings.
- G. Attend two (2) meetings with the Mayor's Committee on People with Disabilities to present the findings of the report. Rady and Associates is available for attendance at additional meetings with the committee as an additional service under this contract.

- H. Deliver four final master reports in loose leaf binders and nine final bound reports to the Director of Building Management and Services.

**Phase II: Construction Phase (For each construction contract for the PROJECT).**

- A. CONSULTANT shall, upon written approval of final report by the Director of Building Management and Services of the CITY, prepare a preliminary design development plan for the building to include, but not limited to, floor plans, elevations, sections and site plans for the PROJECT.
- B. Prepare final design development plans and a projection of probable construction costs for the PROJECT as authorized by Building Management and Services Department.
- C. Present for review with the City Council, and CITY staff, all design development documents.
- D. Upon City Council approval of final design development plans and written notification by the Director of Building Management and Services of the CITY, prepare contract documents for the A D A Building Review and immediate area which include, but are not limited to:
  - (1) Legal documents, which include public advertisement for bidders, invitation to bid, requirements for bid bond, payment bond, performance bond, general conditions of agreement, special conditions will be provided by CITY. Bids will be advertised through the CITY. Any other legal documents and compliance statements with Federal and State laws will be provided by CONSULTANT.
  - (2) Technical specifications for materials and installations.
  - (3) Construction Drawings:
    - (a) Dimension layout sheet;
    - (b) General construction details;
    - (c) Landscape development;
    - (d) Building plans and details;
    - (e) Utility layout, which includes sanitary sewer, storm drainage

- and water supply;
  - (f) Lighting plans (interior and exterior);
  - (g) Interior plans and details.
- E. Receipt and analysis of bids.
  - F. Recommendations for award of contract to City Council.
  - G. Periodical on-site visual observation of work in progress to insure compliance with contract documents shall be made.
  - H. Supply one set of reproducible drawings and specifications and twenty-five (25) copies of specifications and blue line prints. CITY to provide any additional copies and plans and specifications for bidding purposes.
  - I. CONSULTANT shall review and make recommendations on the contractor's requests for payment.

2.2 THE CITY shall compensate the CONSULTANT in accordance with the terms and conditions of this Agreement, as follows:

- A. The maximum amount that CONSULTANT, his agents, representatives, subcontractors and employees shall be paid for Phase I, by City, pursuant to this Agreement shall be \$30,000.00, which includes individual allowances for subconsultants and cash charges that shall include, but not be limited to, the following:

- Architectural
- Mechanical and Electrical
- Civil Engineering
- Structural Engineering
- Landscaping
- Lighting

- B. For all the CONSULTANT'S services under Phase II of this contract, CONSULTANT, his agents, representatives, subcontractors and employees shall be paid the amount negotiated upon completion of Phase I.

- C. Should lowest bona fide bid for construction of the PROJECT be in excess of budget as recommended by CONSULTANT, CITY may require CONSULTANT to redesign said PROJECT in order to bring same within the funding set forth above and said redesign shall not increase the compensation CONSULTANT will receive under this contract. CONSULTANT may include in the contract documents alternate bid items to adjust the construction costs to the budget for this PROJECT.
- D. Any additional costs of professional services accrued as a result of omission to the plans or specifications shall be the responsibility of the CONSULTANT.
- E. The times and further conditions of payment shall be described as in Article 5.

**ARTICLE 3**  
**CONSULTANT SERVICES**

**BASIC SERVICES (This Article is intended to amplify the responsibilities listed in Article 2.)**

- 3.1 The Consultant's services consist of five phases described below and include normal civil, structural, mechanical, lighting, electrical services, landscaping, and architectural services.

**CONCEPTUAL DEVELOPMENT PHASE**

- 3.1.1 The CONSULTANT shall work with the CITY to ascertain the requirements of the PROJECT which basically consists of bringing 27 public buildings to the current mandatory requirements for A D A construction.
- 3.1.2 The CONSULTANT shall prepare a conceptual design study based on input obtained from work sessions with CITY staff and program participants consisting of drawings and other documents illustrating the needs for the PROJECT.

**DESIGN DEVELOPMENT PHASE**

- 3.1.3 Based on the approved conceptual study, the CONSULTANT shall prepare for approval by the CITY, the design development documents, consisting of drawings and other documents to fix and describe the size and character of this portion of the PROJECT.
  
- 3.1.4 The CONSULTANT shall submit to the CITY further statement of anticipated construction costs for the design development phase of the PROJECT.
  
- 3.1.5 The CONSULTANT shall present for review with the City Council, and the CITY staff all design development documents.

**CONSTRUCTION DOCUMENTS PHASE**

- 3.1.6 The CONSULTANT shall prepare, based on the City Council approval of the design development documents and written authorization by the Director of Building Management and Services, working drawings and specifications setting forth the requirements for the renovation of the various buildings, including necessary bidding information, and shall prepare the bidding forms, conditions of the contract and the form of agreement between the CITY and the contractor.
  
- 3.1.7 A final statement of anticipated construction costs for the construction of the work indicated in the plans and specifications provided by the CONSULTANT will be prepared by the CONSULTANT and used as a guideline for competitive bidding. This statement of anticipated construction costs will relate to and recognize the fixed budget limit except where additions or deletions authorized by the CITY are included. The final statement of anticipated construction costs will be based on the projected date of bid opening. CITY agrees that the date of bid opening will be within 120 days of the approval of the bid documents by the City Council. CITY agrees to supply its



changes to the proposed contract documents to CONSULTANT within 30 days of the submission of the proposed contract documents to CITY. If the CITY fails to open bids within 120 days of approval by the City Council and CONSULTANT did not default in making the changes to the proposed contract documents as requested by the CITY per the manner referenced above, the CONSULTANT will not be required, should the bid exceed the fixed budget limit to redesign, at its own costs, the PROJECT to bring same within the fixed budget limit.

- 3.1.8 The CONSULTANT shall prepare and file the required documents for the approval of governmental authorities having jurisdiction over the phase of the PROJECT to be constructed, and provide copies to the CITY.

### **BIDDING PHASE**

- 3.1.9 The CONSULTANT, following the CITY'S approval of the construction documents and of the latest statement of anticipated construction cost shall assist the CITY in obtaining bids and in awarding and preparing construction contracts.

### **CONSTRUCTION PHASE - ADMINISTRATION OF THE CONSTRUCTION CONTRACT**

- 3.1.10 The construction phase will commence with the award of the construction contract and will terminate when final payment is made by the CITY to the Contractor.
- 3.1.11 The CONSULTANT shall provide administration of the construction contract.
- 3.1.12 The CONSULTANT, as the representative of the CITY during the Construction Phase shall advise and consult with the CITY and all of the CITY'S instructions to the Contractor shall be issued through the CONSULTANT. The CONSULTANT shall have authority to act on behalf of the CITY to the extent provided in the general conditions of the construction contract unless otherwise modified in writing; however,

CONSULTANT is not authorized to issue any order nor approve any change which increases the cost of the PROJECT.

3.1.13 The CONSULTANT shall make weekly visits to the site to familiarize himself generally with the progress and quality of the work and to determine in general if work is proceeding in accordance with the contract documents. On the basis of his on-site visual observations as a CONSULTANT, he shall endeavor to guard the CITY against defects and deficiencies in the work of the Contractor. The CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of work, however, shall be present during critical construction phases which include, but are not limited to, project layout, underground utilities, steel inspection, concrete pours, structure erection, interior detail work. The CONSULTANT shall not be responsible for the Contractor's failure to carry out the work in accordance with the contract documents or for the Contractor's construction methods or safety precautions in connection with the work.

3.1.14 Based on such observations at the site and on the Contractor's applications for payment, the CONSULTANT shall determine the amount owing to the Contractor and shall issue certificates for payment in such amounts and said applications shall be forwarded to CITY within three working days after receipt by CONSULTANT. The issuance of a certificate of payment shall constitute a representation by the CONSULTANT to the CITY, based on the CONSULTANT'S observation at the site as provided in Subparagraph 3.1.13 and on the data comprising the application for payment, that the work has progressed to the point indicated; that to the best of the CONSULTANT'S knowledge, information and belief, the quality of the work is in accordance with the contract documents (subject to evaluation of the work as a functioning whole upon substantial completion, to the result of any subsequent tests required by the contract documents, to minor deviations from the contract documents correctable prior to completion, and to any specific qualifications stated in the

certificate for payment); and that the Contractor is entitled to payment in the amount certified. By issuing a certificate for payment, the CONSULTANT shall not be deemed to represent that he has made any examination to ascertain how and for what purpose the Contractor has used the moneys paid on account of the contract sum.

- 3.1.15 The CONSULTANT shall be, in the first instance, the interpreter of the requirements of the contract documents and the impartial judge of the performance thereunder by both the CITY and the Contractor. The CONSULTANT shall make decisions on all claims of the CITY or Contractor relating to the execution and progress of the work and on all other matters or questions related thereto. The CONSULTANT'S decisions in matters relating to artistic effect shall be final if consistent with the intent of the contract documents.
- 3.1.16 The CONSULTANT shall have authority to reject work which does not conform to the contract documents. The CONSULTANT, upon written notice to CITY shall also have authority to require the Contractor to stop the work whenever in his reasonable opinion it may be necessary for the proper performance of the contract. The CONSULTANT shall not be liable to the CITY for the consequences of any decision made by him in good faith either to exercise or not to exercise his authority to stop the work.
- 3.1.17 The CONSULTANT shall timely review and approve shop drawings, samples and other submissions of the Contractor only for conformance with the design concept of the PROJECT and for compliance with the information given in the contract documents.
- 3.1.18 The CONSULTANT shall prepare change orders and submit same to City Council for approval prior to any work being performed. No change order shall be effective until approval by City Council.

- 3.1.19 The CONSULTANT shall visit the site to determine the date of substantial completion and final completion, shall receive written guarantees and related documents assembled by the Contractor, and shall issue a final certificate for payment.
- 3.1.20 The CONSULTANT shall not be responsible for the acts or omissions of the Contractor, or any subcontractors or any of the Contractor's or Subcontractor's agents or employees, or any other persons performing any of the work.
- 3.1.21 The CONSULTANT shall provide one complete set of reproducible record drawings, to include architectural, structural, lighting, electrical, mechanical, and civil, based on the Contractor's marked up field drawings.

**ARTICLE 4**  
**THE CITY RESPONSIBILITIES**

- 4.1 The CITY shall provide such information as is available through its various departments as it pertains to this PROJECT as requested by CONSULTANT at no cost to CONSULTANT.
- 4.2 The CITY shall designate a single representative authorized to act in its behalf with respect to the PROJECT but shall not include the authorization for approval of change orders. The CITY or its representative shall examine documents submitted by the CONSULTANT and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the CONSULTANT'S work. The CONSULTANT shall proceed with services for each phase upon written authorization by the CITY'S representative.

- 4.3 The CITY shall furnish such legal and accounting services as may be necessary for the PROJECT, and such auditing services as it may require to ascertain how or for what purpose the Contractor has used the moneys paid to him under the construction contract.
- 4.4 If the CITY observes or otherwise becomes aware of any default or defect in the PROJECT or nonconformance with the contract documents, it shall give prompt written notice thereof to the CONSULTANT.
- 4.5 The CITY shall furnish information and testing required of it as expeditiously as necessary for the orderly progress of the work.

**ARTICLE 5**

**PAYMENTS TO CONSULTANTS**

- 5.1 Payments on account of the CONSULTANT'S services shall be made as follows:
- 5.1.1. Payment shall be made monthly in proportion to services performed to increase the compensation for services to the following percentages of the fee at the completion of each phase of the work:
- |                                                                                                               |     |
|---------------------------------------------------------------------------------------------------------------|-----|
| <b><u>Phase I:</u></b>                                                                                        |     |
| Evaluation of Facilities                                                                                      | 50% |
| Preliminary Report                                                                                            | 40% |
| Final Report                                                                                                  | 10% |
| <b><u>Phase II:</u></b>                                                                                       |     |
| To be negotiated upon completion of Phase I and subject to appropriation of funds by the Irving City Council. |     |
- 5.2 No deductions shall be made from the CONSULTANT'S compensation on account of penalty, liquidated damages, or other sums withheld from payments to contractors.

- 5.3 If the PROJECT is suspended by the CITY for more than ninety (90) calendar days, the CONSULTANT shall be paid his compensation for percentage of services performed prior to receipt of written notice from the CITY of such suspension or abandonment.
- 5.4 CONSULTANT agrees to waive interest on any late payments.

#### **ARTICLE 6**

#### **RESPONSIBILITY FOR WORK AND RELEASE AND INDEMNITY CLAUSE**

- 6.1 Notwithstanding any review, approval, acceptance or payment by the CITY, the CONSULTANT shall be responsible for the professional and technical accuracy of all designs, drawings, specifications and other work material or services furnished by the CONSULTANT, his agents, representatives, employees, subcontractors or consultants under this contract and shall, without additional costs or fees, correct or revise any negligent errors or deficiencies in his performance.
- 6.2 Approval by the CITY shall not constitute nor be deemed to be a release of the responsibility and liability of the CONSULTANT, his agents, representatives, employees, subcontractors or consultants for the accuracy and competency of their designs, working drawings and specifications or other documents and such approval shall not be deemed to be an assumption of such responsibility and liability by the CITY for any defect in the designs, working drawings and specifications or other documents prepared by the CONSULTANT, his agents, employees, subcontractors and consultants. The CONSULTANT shall indemnify and hold the CITY and all of its officers, agents, servants and employees harmless from any loss, damage, liability or expenses on account of damage to property and/or injuries, including deaths to all persons which may arise from the negligence of the CONSULTANT.

6.3 All construction services resulting from the professional services in this Agreement shall include an appropriate indemnification clause. Such indemnification clause running to the benefit of the CITY and the CONSULTANT from the Contractor shall become part of all construction documents.

**ARTICLE 7**  
**CONSULTANT'S ACCOUNTING RECORDS**  
**CITY'S RIGHTS**

Records of the CONSULTANT'S direct personnel, consultant and reimbursable expenses pertaining to the PROJECT, and records of accounts between the CITY and the Contractor, shall be kept on a generally recognized account basis and shall be available to the CITY or his authorized representative at mutually convenient times.

**ARTICLE 8**  
**CONSULTANT'S DESIGN AND DATA**  
**CITY RIGHTS**

8.1 The CITY shall have unlimited right for the benefit of the CITY for use in future CITY projects to all drawings, designs, specifications, CONSULTANT'S designs, structures, notes and other pertinent consultant-engineer work procured in the performance of this contract or in contemplation thereof, and all record drawings produced after completion of the work, including the right to use same on any other CITY work without additional cost to the CITY. Any use of aforementioned documents shall be without use of CONSULTANT'S name or registration seal and without any liability to this CONSULTANT.

8.2 In the event this PROJECT is abandoned or terminated at any point, plans, drawings, structural designs, specifications and other pertinent consultant-engineer work shall become the property of CITY and may be used subject to the provisions of Paragraph 8.1.

**ARTICLE 9**  
**SUCCESSOR AND ASSIGNS**

The City and the CONSULTANT each bind himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the CITY nor the CONSULTANT shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

**ARTICLE 10**  
**PROVISION FOR TERMINATION/INTERRUPTION**

10.1 The CITY may terminate or suspend the CONSULTANT'S services under this Agreement at any time upon paying all sums due the CONSULTANT as set forth in Paragraph 10.4 and after giving the CONSULTANT seven (7) calendar days prior written notice by Certified Mail, stating the reason for such termination or suspension.

10.2 The CONSULTANT may terminate its services under this Agreement without liability for damages if both of the following conditions occur: (1) it is not compensated pursuant to the method of payment as set forth above or upon other material breach of the Agreement by the CITY; and (2) after giving the CITY seven (7) calendar days prior written notice by Certified Mail, stating the reason for such termination.



- 10.3 If the CITY suspends the progress of the CONSULTANT'S services for a period of ninety (90) calendar days or more, the CITY shall make payments for percentage of services performed to the date of such stoppage.
- 10.4 Payment, in the event of termination or abandonment of this CONSULTANT'S services of this PROJECT by the CITY, shall be made to this CONSULTANT for all services performed to the date of same, including all cash charges and charges for extra incurred but payment shall not exceed the percentage set for the service in Section 5.1.1.
- 10.5 Upon payment in the event of termination or abandonment, all documents prepared by this CONSULTANT shall become the property of the CITY subject to the provisions of Paragraph 8.1.
- 10.6 If the contract is terminated because of a material breach of the Agreement by the CONSULTANT, the CITY may have the remaining work and services to be performed by the CONSULTANT performed by another and the CONSULTANT shall be liable to the CITY for any reasonable excess costs accrued by the CITY thereof. Failure to successfully negotiate a fee for Phase II shall not constitute a material breach of the Agreement and shall be sufficient grounds to terminate the Agreement by either Party.

#### **ARTICLE 11**

##### **VENUE**

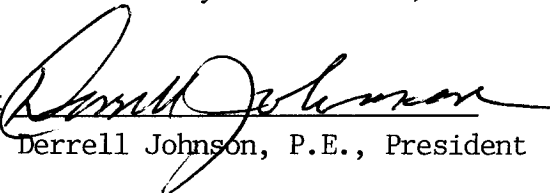
Venue for this contract shall be in Dallas County, Texas.

**ARTICLE 12**  
**EXTENT OF AGREEMENT**

This Agreement represents the entire and integrated Agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral.

THIS AGREEMENT EXECUTED this 11th day of August,  
A.D., 1994.

\_\_\_\_\_  
Rady and Associates, Inc.

By:   
Derrell Johnson, P.E., President

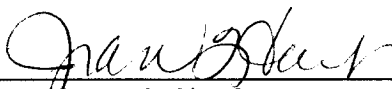
ATTEST:




CITY OF IRVING

By:   
Bobby Joe Raper, Mayor

ATTEST:

  
~~Eoster G. Ford~~, City Secretary  
Acting

APPROVED:

  
Don Knight  
Assistant City Attorney

**CORPORATE ACKNOWLEDGMENT**

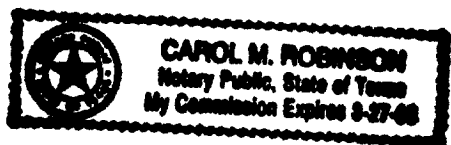
THE STATE OF TEXAS §  
 COUNTY OF TARRANT §


BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared:

<u>Derrell Johnson</u> (Print Name)	<u>President</u> (Print Title)
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of RADY AND ASSOCIATES, INC., known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that the same was the act of the said RADY AND ASSOCIATES, INC., a corporation, that he was duly authorized to perform the same by appropriate resolution of the board of directors of such corporation and that he executed the same as the act of such corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 11th day of August, A.D., 19 94



  
 Notary Public In and For  
Tarrant County, Texas

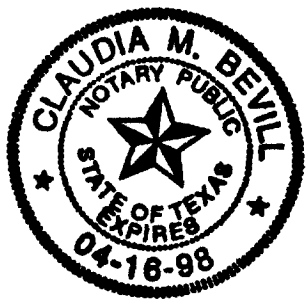
My Commission Expires:  
 \_\_\_\_\_

**MAYOR'S ACKNOWLEDGMENT**

THE STATE OF TEXAS           §  
                                          §  
COUNTY OF DALLAS           §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Bobby Joe Raper, Mayor of the City of Irving, Texas, a municipal corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said City of Irving, Texas, a municipal corporation, that he was duly authorized to perform the same by appropriate resolution of the City Council of the City of Irving and that he executed the same as the act of the said City for purpose and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 8-22 day of August, A.D., 1994.



Claudia M. Bevil  
Notary Public in and for the State of Texas

ATTACHMENT "A"

1. Civic Center (City Hall)
2. Central Library
3. Criminal Justice Center
4. Northwest Branch Library
5. Northwest Recreation Center
6. Lee Recreation Center
7. West Park Recreation Center
8. Senter Recreation Center
9. Senior Activity Building
10. Senter Park (East) Activity Building
11. Jaycee Art Center
12. Heritage Park Building
13. Community Building
14. Senter Park Pool Bath House
15. Southwest Park Pool Bath House
16. Lively Park Pool Bath House
17. Lee Park Pool Bath House
18. Northwest Park Pool Bath House
19. Twin Wells Golf Course Facilities
20. Animal Shelter
21. Sanitation Operations Building
22. Public Works Operation Building
23. Auto Pound
24. Police & Fire Training Center
25. Irving Community TV Network
26. Irving Cultural Arts Center
27. Southwest Branch Library

July 15, 1994

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**Rady & Associates, Inc.**  
 Engineers • Architects • Planners  
 910 COLLIER STREET  
 FORT WORTH, TEXAS 76102-3542

817/335-6511 • Metro 817/654-4266 • Fax 817/335-5070

LETTER OF TRANSMITTAL

TO City of Irving

DATE	<u>8-11-94</u>	JOB NO.	<u>94035</u>
ATTENTION	<u>Bobby Haas</u>		
RE:	<u>IRVING ADA Study</u>		

WE ARE SENDING YOU  Attached  Under separate cover via DELIVERED the following items:

- Shop drawings   
  Prints   
  Plans   
  Samples   
  Specifications  
 Copy of letter   
 Change order   
 \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
<u>2 orig.</u>			<u>Contracts to be signed</u>

THESE ARE TRANSMITTED as checked below:

- For approval   
  Approved as submitted   
  Resubmit \_\_\_\_\_ copies for approval  
 For your use   
  Approved as noted   
  Submit \_\_\_\_\_ copies for distribution  
 As requested   
  Returned for corrections   
  Return \_\_\_\_\_ corrected prints  
 For review and comment   
 for signature  
 FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_  PRINTS RETURNED AFTER LOAN TO US

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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COPY TO [Signature] SIGNED: [Signature]